



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT SUPERINTENDENT, YOUTH FACILITY</b>	<b>39</b>	<b>A</b>	<b>12.523</b>

Under administrative direction of the Superintendent, oversees the care, custody, education, counseling and training of committed youth in a State youth correctional facility; develops and implements institutional policy, procedure and programs regarding the security, treatment, education and rehabilitation of wards; monitors facility budget and prepares reports; coordinates the release of paroled youth and performs related duties.

Supervises the "Home Life", treatment, and academic staff including the Principal through direct observation and review of completed work assignments and reports checking for compliance with institutional policy and procedures; provides guidance and instruction on daily work activities and appraises individual performance to ensure the goals and objectives of the agency are met and that problems are resolved in a timely manner. Assumes responsibility for the facility in the absence of the Superintendent.

Prepares statistical reports regarding the operation of assigned youth facility. Reviews the daily population report and master roster of committed and paroled youth; information is used to generate quarterly and biennial status reports; and all required federal, state, and American Correctional Association reports. Completed documents are submitted to the Superintendent for review.

Communicates with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives and to develop awareness and gain acceptance of the facility's rehabilitation program.

Assesses the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; submits recommendations to the Superintendent for the development of training programs. Coordinates training and conducts follow-up reviews to determine effectiveness of program.

Assists the Superintendent in the planning and development of the facility's budget, internal policy and procedure and the implementation of state and federal legislation involving institutional operations and programs for youth offenders that provide for employment, recreation, education, rehabilitation and health and safety needs. Participates in budget and program implementation, and follows-up on health and safety problems.

Serves as facilitator between the wards and their parents, the Youth Parole Division, Welfare Division and District Courts by providing information concerning wards' welfare, progress of rehabilitation, future goals, readiness to function outside the youth facility and placement upon parole.

Reviews all facility incident reports and the appropriateness of actions taken by staff based upon institutional policy and procedure; ensures that sufficient documentation is provided to accurately assess the situation, and evaluates for consistency.

Monitors and grants approval on requests to withdraw money from ward accounts and dorm funds. Ensures spending is prudent and budgeted to provide for present as well as future needs of the wards and institutional programs.

Provides recommendations to the Superintendent regarding the hiring, promotion, demotion or termination of all institutional program staff.

Perform related duties as assigned.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** High school graduation and four years of supervisory experience in directing and supervising staff involved in the custody, treatment, counseling, education and rehabilitation of incarcerated individuals in a correctional facility; **OR** graduation from an accredited college or university with major coursework in psychology, social work, counseling and guidance, education, criminal justice or related field and two years experience as indicated above; **OR** an equivalent combination of education and experience, however, applicants must have a minimum of two years of supervisory experience as described above.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** causes, nature and result of juvenile delinquency, neglect or abuse as applied to the care and supervision of delinquent juveniles; principles and practices of vocational education; principles and practices of physical and mental hygiene, and psychology; fundamental requirements of a physical education program in a school for youth; State requirements for academic accreditation; federal and state affirmative action and equal employment opportunity laws and regulations applicable to public institutions sufficient to analyze proposed personnel policies and procedures. **Ability to:** plan, direct and coordinate the work of others; establish and maintain cooperative relations with the general public, local business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to the Superintendent and other agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationship with subordinates and outside agencies; discuss a variety of job-related topics on short or no notice; speak with persons of various social, cultural, economic and educational backgrounds to explain program treatment modalities, etc.; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant Concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and their implications; instruct or direct staff on application of individual treatment and education methods..

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** operation of a state facility for delinquent juveniles to properly manage programs and alleviate problems; vocational guidance and educational methods as related to the rehabilitation and treatment of delinquent juveniles; budgeting and fiscal management; inventory methods and controls; Nevada Revised Statutes pertaining to the care and treatment of juvenile offenders; State and Northwestern accreditation requirements for certification of educational programs; vocational programs and/or available employment opportunities for vocational training students.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

#### 12.523

ESTABLISHED: 1/1/61  
REVISED: 6/30/69  
REVISED: 7/1/91P  
7/6/90PC  
REVISED: 11/26/96UC  
REVISED: 7/30/03UC